

# Chevy Chase Village Board of Managers

February 20, 2013

## *Special Meeting—Budget Work Session*

### **BOARD OF MANAGERS**

Patricia S. Baptiste, Chair	Present
Michael Denger, Vice Chair	Present
Richard Ruda, Secretary	Present
Gary Crockett, Treasurer	Present
David L. Winstead, Board Member	Present

### **STAFF**

Shana R. Davis-Cook, Village Manager	Present
Demetri Protos, Finance Director	Present
Michael W. Younes, Director of Municipal Operations	Present
John M. Fitzgerald, Police Chief	Present
Jacqueline Parker, Public Safety Coordinator	Present

Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:31 p.m. Mr. Winstead arrived at 7:35 p.m. Ms. Baptiste explained that this special work session was called to review and discuss the Village Manager's draft FY2014 budget. The Board reviewed and discussed the following:

1. The FY2014 budget review and adoption process, including future scheduling. The Board will hold its public hearing on the proposed budget at its regular meeting on Monday, March 18, 2013, with adoption of the final budget at the Village's Annual Meeting on Monday, April 15, 2013. The March issue of the *Crier* will include the Public Hearing notice for the FY2014 Draft Budget including a memorandum from Gary Crockett, the Village's Treasurer.
2. Current financial position, including the status of general funds and *SafeSpeed* budget reserves.
3. Revenue projections, specifically in regard to income tax, property tax and *SafeSpeed* citations. In general, the Village Manager's budget projected revenues to the general fund totaling \$5,371,402, which include an income tax revenue of \$2,200,000, and property tax revenue of \$1,083,100; and *SafeSpeed* revenue totaling \$1,505,000.
4. Proposed expenses by department. The general fund budget and *SafeSpeed* projected expenses totaling \$5,655,817 resulting in a projected draw on reserves in the amount of \$284,415 (these numbers include all FY2014 personnel, operations and capital improvement program expenditures).

The Board instructed the Manager to amend the budget as follows:

1. Maintain the Constant Yield Real Property Tax Rate of \$0.1002.
2. Police/Communications:
  - o The Board approved the recommended changes to the compensation policy for off-duty officers attending court (increase the minimum compensation from two

hours to four and one half hours). The Board directed staff to schedule the proposed policy on the Board's March 18 regular meeting agenda for formal vote and approval. The new policy would then become effective immediately thereafter.

- Chief Fitzgerald was directed to track in the monthly Police Report police department personnel overtime coverage that was allocated to the Communications Center to ensure minimum staffing during the preceding month.
- The personnel and operating budgets were approved as drafted.
- 3. Public Works:
  - The personnel and operating budgets were approved as drafted.
- 4. General Government:
  - The personnel and operating budgets were approved as drafted.
- 5. Legal-General Counsel:
  - Increased from \$90,000 to \$100,000.
- 6. Capital Improvements Program (CIP) Budget; Special Projects:
  - Village Hall Security Improvements: The Board directed staff to undertake the proposed improvements during FY13. This expenditure will be moved in the CIP from FY14 to FY13.
  - Staff will work with Chevy Chase Open Space Committee and Park & Planning staff to develop a reasonable figure that can be used as a placeholder for improvements to the Chevy Chase Open Space Park property. If timing is not appropriate for improvements, the Board requested a status report to that effect.
  - Add a new line item for "Connecticut Avenue Tree Planting". Staff will work with the Tree Committee and State Highway Administration officials to determine an appropriate allocation amount for this purpose.

Mr. Winstead left the work session at 7:52 p.m.

The Board requested that the Manager and her staff provide the following information for the Board to review at its regular meeting scheduled for March 18, 2013:

- All Departments:
  - Itemized compensation spreadsheet for all Village personnel.
- Public Works:
  - List of how many employees have "maxed out" (exceeded the number of allocated steps) on the pay scale and indicate how long they have been maxed out.
- Facilities, Fleet & Infrastructure; Parks, Trees & Greenspace:
  - Inventory and health status update from the Village arborist for all inventoried Elm trees that are currently included in the Village's Dutch Elm Disease inoculation program.
- Capital and Special Projects:
  - Proposed planting plan and budget allocation for reforestation along Connecticut Avenue.

The Board asked the Village Manager to work with the Village Personnel Commission to determine a method for recognizing tenured employees, specifically those employees who have exceeded the allocated number of steps on the civil service pay scale.

**The Board members present unanimously agreed to adjourn the work session. The work session adjourned at 10:03 p.m.**

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Secretary, Chevy Chase Village Board of Managers

*Final.*